



Position Description

Chief Executive Officer

Country Education Foundation of Australia (CEF)

The Organisation

Country Education Foundation of Australia (CEF) is a national for purpose organisation helping rural and regional youth access post-school education, training and jobs through grants, scholarships, support services and resources. CEF began in Boorowa in 1993 with a group of community members and became a national entity in 2003. We work with and support volunteers in regional communities to provide financial assistance and support to 16- 25-year-olds aspiring to education after school whether that be university, vocational education or work-related training.

CEF exists to:

- promote and enable the further education, career and personal development opportunities for rural youth through community-based encouragement and financial assistance.
- help close the education participation gap that exists between country and city students.

Purpose

The Chief Executive Officer (CEO) serves as chief executive of Country Education Foundation of Australia (CEF) and, in partnership with the Board, is responsible for the success of CEF.

Together, the Board and CEO assure CEF's relevance to the community, the accomplishment of CEF's mission and vision, and the accountability of CEF to its diverse stakeholders.

The Board delegates responsibility for management and day-to-day operations to the CEO, and they have the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The CEO provides direction and enabling to the Board as it carries out its governance functions.

Key Relationships and reporting structures

The CEO reports directly to the Board of Directors.

The executive team report directly to the CEO who is responsible for facilitating efficient and effective communication and collaboration with the rest of the team and the network of volunteers.

Position scope

The position leads a team of 10 staff (permanent /full and part time/hybrid) located at CEF National Office in Orange, NSW. Additionally, the CEO is responsive to meeting the requirements and needs of a network of 45 volunteer run Local Foundations throughout regional Australia.

Key Accountabilities

Fulfil the accountabilities of this role in accordance with the CEF charter, principles and values.

1. Strategy and Growth

- a) With the Board, upholds CEF's values, mission, vision, and determines short and long-term strategic goals.
- b) Helps the Board monitor and evaluate CEF's relevancy to the community, its effectiveness, and its results.
- c) Keeps the Board fully informed on the condition of CEF and the important factors influencing it.
- d) Identifies risks and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees; and facilitates discussion and deliberation.
- e) Works with the Board, develop and progress the CEF strategy.
- f) Drives growth to increase CEF's capacity for impact and continues to build on our current earned income as a percentage of overall income, to strengthen our position as a purpose-centric sustainable organisation.
- g) Enhances the profile of CEF and its work across rural and regional communities, the philanthropic sector and the education sector.

2. Management and Administration

- a) Provides general oversight of all CEF activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization.
- b) Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- c) Assures a supportive work environment and best practice approach that recruits and retains quality staff and volunteers.
- d) Recommends staffing and financing to the Board of Directors. In accordance with Board action, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
- e) Specifies accountabilities for personnel (whether paid or volunteer) and evaluates performance regularly.

3. Governance

- a) Helps the Board articulate its own role and accountabilities and that of its committees and individual members and promotes performance evaluation regularly.
- b) Works with the Chair to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.

- c) With the Chair, focuses Board attention on long-range strategic issues.
- d) Manages the Board's due diligence process to assure timely attention to core issues.
- e) Works with the Board Executive and committee chairs to get the best thinking and involvement of each Board member and to stimulate each Board member to give their best.
- f) Oversee policies and procedures, ensuring adherence and relevance across all stakeholders.
- g) With the Board, ensures CEF is compliant with all legislative requirements

4. Financing and Fundraising

- a) Promotes programs and services that are produced in a cost-effective manner, while maintaining an acceptable level of quality.
- b) Oversees the fiscal activities of the organization including budgeting, reporting and audit.
- c) Works with the Board to ensure financing to support short and long-term goals.
- d) With the Board, design, implement and monitor a viable fundraising plan, policies and procedures.
- e) Participates actively in identifying, cultivating and soliciting donor prospects.
- f) Assures the availability of materials to support solicitation.
- g) Assures the development and operation of gift management systems and reports for quality decision-making.
- h) Ensures best practice donor recognition and stewardship.

5. Stakeholder Engagement and Community relations

- a) Builds and maintains relationships with key partners and stakeholders and acts as a point of contact for key stakeholders
- b) Facilitates the integration of CEF into the fabric of the community by using effective marketing and communications activities.
- c) Acts as an advocate, within the public and private sectors, for issues relevant to CEF, its services and constituencies.
- d) Listens to students, volunteers, donors and the community in order to improve services and generate community involvement. Assures community awareness of CEF's response to community needs.
- e) Serves as chief spokesperson for CEF, assuring proper representation of CEF to the community.
- f) Initiates, develops, and maintains cooperative relationships with key stakeholders both internally and externally.
- g) Works with legislators, regulatory agencies, volunteers and representatives of the not-for profit sector to promote programs and policies that encourage a healthy community and address issues relevant to CEF.
- h) Maintains communication with CEF alumni ensuring relevant feedback and ongoing financial and 'in-kind' support from this important stakeholder group.

Qualifications

The successful candidate should hold relevant qualifications that enable them to strongly represent and lead the organization with tertiary business qualifications or equivalent experience.

Essential knowledge, skills and attributes

The essential knowledge, skills, and attributes of the successful candidate include proven:

- high level leadership skills, with proven ability to develop and maintain a collaborative culture;
- A self-starter, skilled at establishing and executing a plan to deliver results;
- Experience in developing profitable strategies, implementing a vision and leading change;
- Strong Executive presence, credibility and judgement;
- Proven leadership skills, with demonstrated experience to develop and maintain a collaborative team culture;
- general management experience;
- change management skills;
- financial management skills;
- high level facilitation skills;
- general fundraising experience;
- high level verbal and written communication skills;
- capacity in high level strategic planning;
- capacity in high level policy development and policy analysis;
- abilities to manage competing demands within limited timeframes.

Experience

- Several years' experience in leading in a multi-disciplinary role at a senior executive level.
- Experience in the not-for-profit sector and/or working with donor and philanthropic organisations is highly desirable.
- Experience working with Boards, demonstrating a sound understanding of corporate governance.
- Demonstrated ability to build and leverage extensive external networks of key senior stakeholders – ideally including philanthropists and/or CEOs.

Remuneration and conditions

A total salary package of \$170 plus superannuation.

Tenure will be initially for 3 years, subject to appropriate performance and the ongoing needs of CEF.

Tenure may be extended for a further term by mutual agreement.

The position is based at the CEF national office in Orange NSW.

Performance Appraisal

The Board Executive will conduct an initial probationary review at 3 months and then performance appraisals annually in July.

How to apply for the position of CEO

The following information must be provided to the selection panel to assess your suitability for the position:

- Your current Curriculum Vitae or resume including the names and contact details of two referees who have a thorough knowledge of your work performance. These will be contacted only following your expressed permission.
- A cover letter of no more than two pages which addresses each of the six key accountabilities.

Pre-Employment screening

Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is being recommended for appointment to the Board by the Selection Panel.

Essential Criteria

- A valid Working with Children's Check Clearance
- Current driver's licence and use of own car.
- Travel as required